

Today's Date (include month, day and year)

Your name
Street Address
City, State, Zip Code
Daytime telephone number

Name of Person to Whom You are Writing
Title
Street Address
City, State, Zip Code

Dear (name),

My son/daughter, (child's name), is in the () grade at (name of school), in (teacher's name) class. He/she was evaluated for special education services in (month/year). I am writing to request an Independent Educational Evaluation at public expense, for the following reasons: (BRIEFLY list your reason(s). Be very specific. For Example.)

“I disagree with the evaluation results because....”

“The evaluation should be included....”

“Evaluation should have been done in the area of...”

I would like this Independent Educational Evaluation to done as quickly as possible so that we can fully address (child's name) needs. Please respond as soon as possible and send me copies of the school's guidelines for this. My daytime telephone number is (give your phone number). Thank you.

Sincerely,

Your Name